

Document Title **First Progress Status Report**

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INTRODUCTION

In accordance with the Quality and Evaluation plan, the purpose of this first progress status report is to evaluate the performance of the partnership for the first six month period of the project.

To this aim, a progress status questionnaire was created at the beginning and was incorporated in the Quality & Evaluation plan (see Annex). Following the end of the first six month period, the questionnaire was distributed to all partners for their feedback on the progress during this period. In order to allow for quicker responses, the questionnaire was uploaded online, using the Survey Monkey platform and you can find it by following this link: https://www.surveymonkey.com/s/mentering_1st_progress_questionnaire (Please note that in order to view the questionnaire, you need to answer it. Since the responses have already been collected, additional responses for the first progress status report will not be taken into consideration). All questionnaires, responses and analysis are available upon request.

The analysis shows positive results both for the so far achievements and effective implementation of the project and the overall cooperation within the consortium. The project progresses according to plan and the rating on the so far outcomes is positive. The following section analyzes in more details the responses, divided according to each work package.

ANALYSIS PER WORK PACKAGE

WP1

During the given reporting period, all planned tasks for WP1 have been completed successfully. All partners have assisted the implementation of the project management activities through their participation in the finalization of the partnership agreements and their participation in the physical and conference meetings. The consortium has so far communicated effectively all issues at hand and the partners, along with the project leader have successfully delivered the first progress report to the Bulgarian NA. The consortium has continuously been in close communication and cooperation with the project leader, thus ensuring the transparency of all implemented tasks. WP1 activities have been concluded successfully for the first six month period and as the Project Leader stated: "*So far, all partners have been consistent in their communication among the consortium. In order to ensure the timely implementation of activities and the achievement of high level of transparency of implemented activities and developed materials the project leader BICC – Sandanski has developed a Moodle based Internal Coordination and Communication Platform available at: <http://bicc-sandanski.org/mentering/> it contains all project related documentation, calendar of events and section with frequently asked questions, etc.*". This WP is ongoing until the end of the project.

WP2

WP2 dealt with interactively researching and identifying the needs of one of the project's direct beneficiaries, VET trainers. First, a desktop research was conducted, to which all partners contributed, to examine the current state of VET training in the area of entrepreneurship. In order to retrieve insightful data from the stakeholders' perspective, two questionnaires were developed: one qualitative and one quantitative questionnaire. For the development of the questionnaires OLN, the WP2 leader, and Militos, the quality assurance leader, cooperated closely for the finalization of the questionnaires and were engaged in a bilateral consultation to make improvements where necessary. The questionnaires were initially tested in a small sample of VET trainers, who provided their feedback on the clarity and comprehensiveness of the questions as well as whether the context was valuable and addressed directly to their needs. Data were collected through exploiting the benefits of the online survey host 'Survey Monkey' and a significantly higher than the target number of responses was achieved. Qualitative interviews with VET

trainers across the consortium countries allowed the WP leader to directly collect responses on key issues from the main beneficiaries, which enhanced the effectiveness and the extraction of useful data for the research. Two final reports, reviewed and approved by the consortium, clearly summarized the results. The contribution and feedback from all partners and the quality assurance leader has allowed for better results and the delivery higher quality outcomes for this WP, which has been concluded successful on time.

WP5

During the evaluated period, several quality safeguarding activities have been completed successfully, under WP5, quality assurance. As a means of highlighting the quality assurance mechanisms and activities that were to take place throughout the project, the quality plan was produced and approved by all partners. All activities foreseen during that period were completed successfully. A follow-up questionnaire was distributed in order to evaluate the kick-off meeting and identify the strengths and weaknesses of the meeting (including organization, partners collaboration etc). A report summarizing the evaluation results was produced and was distributed to all partners so they can have an insight and take it into consideration for future meetings. The main tangible output produced throughout that period was the WP2 reports, and before their finalization feedback and suggestions were provided, allowing for a better result. WP5 is ongoing until the end of the project and for the first six month period, it has been concluded successfully.

WP6

WP6 Dissemination is an ongoing task throughout the project lifecycle. During the first six month period, a variety of dissemination channels and tools were designed to raise awareness, enhance visibility and distribute information about the project goals, activities and results to the target groups, beneficiaries, potential users and stakeholders. All dissemination activities have been so far successfully led, organized and implemented by Militos and complemented by all other consortium members. From the beginning of the project, the Dissemination Plan was developed, setting the dissemination strategy to be followed throughout the project lifecycle and identifying the key elements such as communication principles and target audience specification. The dissemination plan set a baseline timetable for all dissemination activities to be followed and according to this, Militos and all partners implemented the activities that were due in that period. The project visual identity logo and templates were created first, to offer the project a unique image and increase visibility, while acknowledging the support of the European Commission. The logo was tested in a small group of people and the feedback that was collected was rather positive and everyone in the testing group liked it. The project website was then designed and developed to contain all relevant to the project information (project overview, output material) and host tangible outcomes when they are produced. The website was also tested in a small sample group of users, where the testers browsed through the website and gave their impressions, on how user-friendly, easy to navigate, accessible and utilitarian was the website, all of which were highly positive. Two press releases were produced and distributed to the partners' extended networks, promoting the project to the media community and members of the target audience. Efforts to liaise and increase project awareness have been made and Militos established liaisons with very important organizations in the entrepreneurial environment as well as with other European projects related to entrepreneurship and mentoring: *Academy of Entrepreneurship*, *Entrepreneurship Envoy*, *Global Entrepreneurship week*, *Business Mentors*, *ladybizIT* and *Fresh Start*. Social media, specifically a Twitter and Facebook page were and are continuously being exploited, allowing a cost-effective, wide outreach

to an extended network of users, thus raising interest and attracting wider public attention. The project is also being promoted at bilateral meetings with partners and companies the partners collaborate with, directly informing them and increasing awareness about the objectives of mENTERing. To ensure that all dissemination activities are implemented and recorded as planned, Militos has developed the project's Dissemination Archive, which is constantly checked to make sure that it is up to date. The Archive is a monitoring and reporting tool that records all implemented dissemination activities and their outcomes and outreach, allowing for close effectiveness and quality monitoring and suggests where corrective actions need to be taken, if necessary. WP6 is ongoing in the project lifecycle and during the first reporting period, the planned WP6 activities have been completed successfully.

In the questionnaire partners were also asked to evaluate and rate the quality of end deliverables produced, the end beneficiaries outreach, the meetings evaluation and consortium performance throughout the reporting period. The results are highly positive, thus showing that the consortium appreciates the efforts made by the consortium members and is satisfied with the results produced up to the point of reporting.

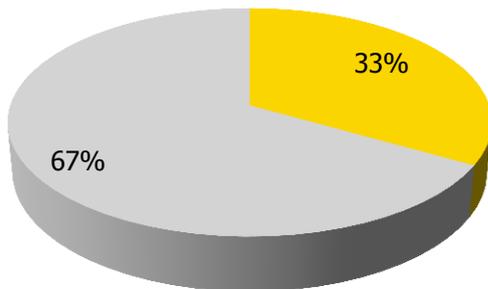
- The majority deliverables were rated as being 'Excellent', while the rest were rated as 'Good'
- The outreach level was rated as 'Good'
- The overall evaluation of the meetings was 'Excellent'
- The consortium performance was rated as 'Excellent'

The charts that follow, aim to better illustrate the aggregate results, as evaluated from all partners.

PROJECT RESULTS

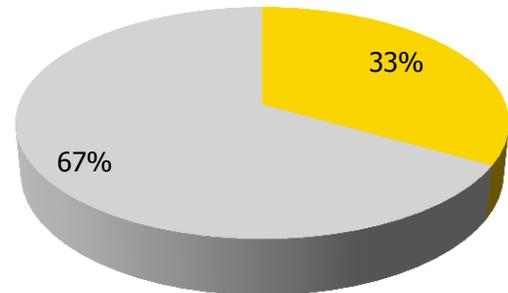
Deliverables

Quality of end deliverables



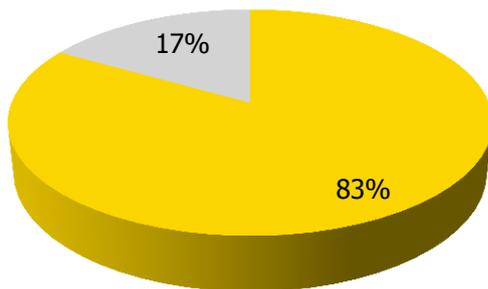
■ Excellent ■ Good

WP1 Deliverables



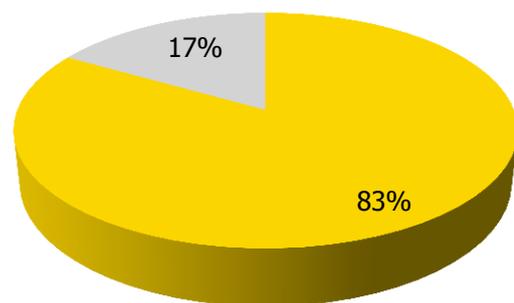
■ Excellent ■ Good

WP2 Deliverables



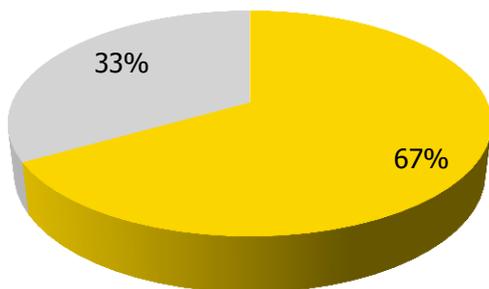
■ Excellent ■ Good

WP5 Deliverables



■ Excellent ■ Good

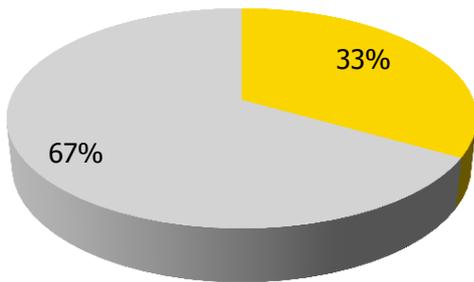
WP6 Deliverables



■ Excellent ■ Good

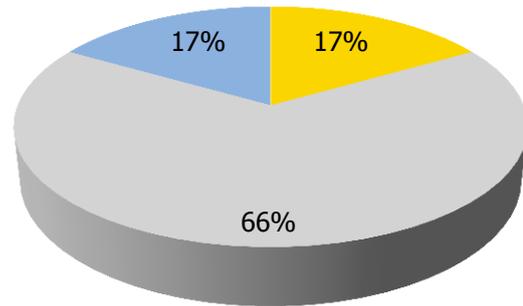
End Beneficiaries Outreach

End beneficiaries



■ Excellent ■ Good

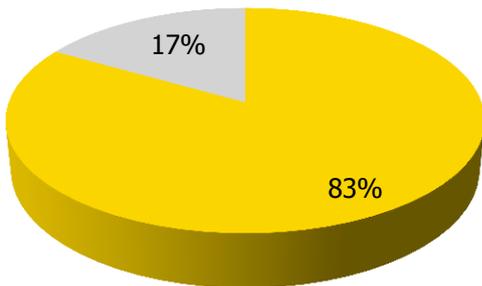
Outreach level



■ Excellent ■ Good ■ Mediocre

Physical meetings

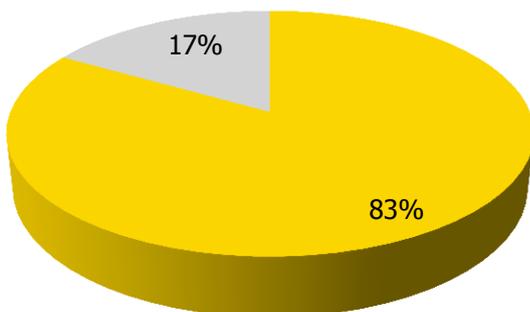
Overall Evaluation of Meetings



■ Excellent ■ Good

Partnership

Consortium performance



■ Excellent ■ Good

The partners also evaluated unanimously (100% of votes):

- Effectiveness of partners’ communication
- Project management communication with partners
- Partner collaboration

as being excellent, thus clearly showing the effectiveness of teamwork and good cooperation and performance within the consortium.

Comments made by the partners, additionally show the positive performance of the consortium:

“Given the communication that has taken place so far, the overall teamwork of the consortium is rather effective and so is the communication among partners. In our interaction so far, all partners have been rather responsive and no communication issues have arisen. Indicative of this are the statistics that can be extracted from the Kick-off meeting follow up questionnaire, where the aggregate rating that the partners gave to partners’ team spirit was 10/10, while everyone agreed that communication was enhanced among the consortium at the meeting ”

“All partners have been consistent in their communication among the consortium ”

“Up to now the project is running very well ”

Apart from the praising comments on the consortium’s good performance so far, the questionnaire allowed one of the consortium members to identify a need to be more involved and work more closely with some of the partners:

“I have already taken 3 audio conferences with the partners I need to work more closely with. OLN and INOVA, have worked closely with Militos regarding dissemination and with the promoters, even meeting physically to state the situation of the project during another project’s meeting in Istanbul”

As far as outreach is concerned, some partners stated that the project couldn’t disseminate too much information at that stage of the project, since the results that would interest our target groups had not been developed yet. Also, a significant difference in the number of involved VET trainers from Greece and Bulgaria was identified, but that was simply the result of a more intensive and focused dissemination to those target groups.

CONCLUSION

Overall, during the first six months of its lifecycle, the project was implemented in accordance with its initial planning. All deliverables due were produced and delivered on time, while the partners gave a high rating to the tangible and the intangible outcomes of the project. No weaknesses or recommendations were suggested and everyone agreed that the project is being implemented smoothly and effectively. All these results are encouraging for the future of the project and can further motivate the consortium to continue working as hard and produce high quality outcomes with the ultimate aim to provide added value to the area of VET training in entrepreneurship.

ANNEX



**Inducing VET trainers with mentoring skills to boost entrepreneurial growth
Progress Status Report**

Period covered _____
 Partner reporting _____
 Contact person _____

1. MAIN ACTIVITIES UNDERTAKEN IN THE MONITORED PERIOD

Please list the main activities carried out by your organization during the monitored period and note the percentage status of accomplishment of the tasks (only for your organisation).

WP #	Activity	Deadline	Current status of accomplishment %
			%
			%
			%
			%
			%

2. PROJECT RESULTS

Deliverables (overall)	Excellent	Good	Mediocre	Weak	Bad
<i>Quality of end deliverables</i>	<input type="checkbox"/>				
<i>WP 1 deliverables (Project Management)</i>	<input type="checkbox"/>				
<i>WP 2 deliverables (Needs' Analysis)</i>	<input type="checkbox"/>				
<i>WP 3 deliverables (Content Adaptation)</i>	<input type="checkbox"/>				
<i>WP 4 deliverables (Pilot Implementation)</i>	<input type="checkbox"/>				
<i>WP 5 deliverables (Quality Assurance)</i>	<input type="checkbox"/>				
<i>WP 6 deliverables (Dissemination)</i>	<input type="checkbox"/>				
<i>WP 7 deliverables (Exploitation)</i>	<input type="checkbox"/>				

Any comments: _____

3. TARGET GROUP

End beneficiaries	Excellent	Good	Mediocre	Weak	Bad
<i>Level of addressing to their needs</i>	<input type="checkbox"/>				
<i>Outreach level as of now</i>	<input type="checkbox"/>				

Any comments: _____

4. MANAGEMENT

Physical meetings (face-to-face)	Excellent	Good	Mediocre	Weak	Bad
<i>Overall evaluation of organisation, agenda, time management, task allocation, content, understanding, partners' collaboration and communication, project goals and tasks</i>	<input type="checkbox"/>				

Any comments: _____

Communication	Excellent	Good	Mediocre	Weak	Bad
<i>Effectiveness of partners' communication</i>	<input type="checkbox"/>				
<i>Project management communication with partners</i>	<input type="checkbox"/>				

Any comments: _____

Partnership	Excellent	Good	Mediocre	Weak	Bad
<i>Consortium performance</i>	<input type="checkbox"/>				
<i>Partners' collaboration</i>	<input type="checkbox"/>				

Any comments: _____

Share with us any other comment you may have in order to improve project implementation and results:



Thank you for your feedback

The mENTERing Quality Assurance & Evaluation Team